

<<<< Central Secretariat Service (CSS) >>>>

Training Policy

With a view to putting in place a comprehensive training plan for the officers belonging to Central Secretariat Services, a committee headed by the Additional Secretary (P) was formed in August, 2001. The terms of reference of the committee, required it to conduct a 'Training Need Analysis' (TNA) and based on the needs so identified chalk out a systematic and comprehensive Cadre Training Plan. Concurrently a consultant was also engaged for submitting a report on TNA on CSS officers. In the meanwhile the recommendations of another committee on cadre restructuring of CSS were approved by the Government in 2003. The recommendations of the cadre restructuring committee, inter-alia, resulted in discontinuance of direct recruitment in the grade of Section Officer and gradual phasing out of Central Secretariat Clerical Service (CSCS) by discontinuing direct recruitment in the grade of LDC. During this period a Parliamentary Standing Committee on Home Affairs had also examined the personnel policy of CSS particularly with reference to the training aspects.

2. The final report of the committee headed by Addl. Secretary(P) was submitted in February, 2005 and promulgated by Government of India, DoPT O.M.No.04/11/2005-C.S.I dated 19.1.2006. The provisions of CSS-CTP as accepted by GoI were further circulated to all Ministries/Departments **vide DoP&T OM No. 04/11/2005-CS-1 Dated 15.12.06 which is available on the website www.persmin.nic.in** . The crux of the recommendations accepted by the Govt. of India were as follows:

- a) Participation and successful completion of a mandatory training programme would be a necessary condition for being considered for promotion to the next level.
- b) The directly recruited Assistants would first report to ISTM to undergo a foundation training programme and thereafter will be allotted to different Ministries. The participation and performance during the

foundation training programme which is to be evaluated with a scheme of examination will have a bearing in the seniority of the direct recruitment.

- c) A three week foreign component training was recommended for officers level of Under Secretary.
- d) The Section Officer undergoing mandatory training will be exposed to States/Districts in order to have an exposure on implementation of Centrally Sponsored Schemes. The responsibility for implementation of the Cadre Training Plan for CSS will be that of ISTM and the Institute will work in close association with CS Division and Training Division of DoPT.

3. **Nomenclature of the Training Course**

The scheme of mandatory Cadre Training Plan will be as follows:

- a) **Foundation Course for Assistants (Probationers)** :- In respect of Direct Recruitment Assistants, of 24 week duration.
- b) **Level-A Training Programme**:- The target for this training of 6 weeks durations are Upper Division Clerks who have rendered 5 years of approved service in the grade.
- c) **Level-B Training Programme**:- The target for this training programme of five weeks duration are Assistants who have rendered 8 years of approved service in the grade.
- d) **Level-C Training Programme**:- The target for this training programme of three week duration are Section Officers who have rendered 5 years of approved service in the grade.
- e) **Level-D Training Programme**:- The target for this training programme of 20 week duration are Section Officers who have rendered 8 years of approved service in the grade.
- f) **Level-E Training Programme**:- The target for this training programme of eight week duration are Under Secretaries who have rendered 5 years of approved service in the grade.

- g) **Level-F Training Programme**:- The target for this training programme of three week duration are Dy.Secretaries who have rendered 5 years of approved service in the grade.

The above mentioned Cadre Training Plan was being implemented since 2007 and being periodically reviewed also. Subsequently, a review committee headed by Establishment Officer and Addl. Secretary (P) was formed in April, 2008 to conduct a comprehensive review of the Cadre Training Plan. After intensive analyses and exhaustive deliberation the committee had made the following recommendation which have since been accepted by the Government of India and circulated to Ministries/Departments vide OM No. 1/1/2009-CSI (Trg) dated 24.2.2010 which is available on website www.persmin.nic.in :-

- a) The duration of DR Assistant Foundation Course has been reduced to 16 weeks.
- b) The duration of Level A Programme for UDC be reduced to 4 weeks. There will be no field exposure and focus would be on rules/regulations/IT skills etc.
- c) The duration of Level B course for Assistants would continue to remain 5 weeks.
- d) The duration of the Level 'C' training has been reduced to 2 weeks. The programme may be held outside Delhi with some field exposure and updating of skills.
- e) The duration of the Level D course for Section Officers reduced to 8 weeks out of which two weeks will be in the form of States/Districts attachment. Field visits/exposures should be entrusted for coordination to identified State Govt. ATIs.
- f) The duration of Level E course for Under Secretaries will be 6 weeks out of which two weeks in the form of foreign component and focus on development related visits to 1 or 2 countries by and large in South East Asia.
- g) The duration of the Level F course will continue to be 3 weeks and will include one week foreign component.

- h) A two week programme for Directors who have completed 5 years of approved service in the grade and are in the zone of promotion to JS/SAG Level of CSS will be conducted exclusively in the form of foreign component. This training to be organized by outside agencies such as IIMs, TERI, LBSNAA in collaboration with reputed and identified Training Institutes mainly in South East Asia.
- i) A refresher programme for all CSS officers of one week duration every two years which are outside the ambit of mandatory Cadre Training Plan.

4. **New Training Programmes**

The revised Cadre Training Plan has also introduced the following new programmes:

- i) **Level G** - A two weeks training to be organized abroad for Directors who completed five years approved service in the grade or in the zone of promotion to Joint Secretary/SAG level.
- ii) A mandatory one week refresher course after every two years for CSS Officers at all levels from Assistants to Directors.

The detailed design for the above programme and the implementation modalities will be finalized and circulated separately.

5. **Exemption from Mandatory Training Programmes:**

There shall be no exemption from mandatory training as a rule. However, the following cases could be considered for postponement from the mandatory training related to the promotions under the following circumstances:

- i) Maternity/Paternity leave/Mother care/Childcare up to 5 years after birth on the basis of medical certificate to be issued by AMA (as per CSMA Rules).
- ii) Serious illness of self/family members on the basis of medical certificate to be issued by AMA (as per CSMA rules).
- iii) Marriage of Government servant/son/daughter on the production of proof, falling during the duration of the course.
- iv) Those officers who are more than 58 years old as on 1st of July of the nomination year are exempted from the mandatory training clause related to promotion of the officer.

6. **Debarment**

- a) The officers who do not attend the mandatory training programmes even after three documented nominations by CS Division, shall be debarred for future training programmes under the Cadre Training Plan and;
- b) In addition administrative action shall be taken to deny grant of promotion to such debarred officers.
- c) In the case of officers leaving the training, in between the programme, other than on medical grounds, the entire cost of training shall be recovered from such officer for non-completion of training.

7. **Other Issues**

- i) The CSS training should bring about an attitudinal change so that the trainees become more responsive to the needs of the citizens. The emphasis of overseas training programmes should be to give an exposure to the working of government agencies in other developing/developed countries.
- ii) There should be a gap of minimum 2 years between two mandatory training programmes in so far as Cadre Training Plan is concerned.
- iii) There should be a cooling off period of 2 years between two training with foreign component.
- iv) The successful completion/qualification of mandatory training programme on the part of the CSS officers is to be taken into account for next promotion. Entry to this effect shall also be made in their APARs. Those who miss the training for specific reasons should invariably be nominated for the next training programme. This condition of mandatory training should not be relaxed and the promotion should be considered only after the officer successfully complete such training. The promotion/benefit linked to training will also stand postponed till an officer completes training.
- v) Emphasis during the CSS training programme should be on modern training methods like case study, action research programme etc. in so far as levels 'E', 'F' and 'G' are concerned.
- vi) CSS officers who are officiating at a higher level should be given training of that higher level (e.g. An adhoc US working as US for several years should be trained as regular US only and so on).